



## **VACANCY ANNOUNCEMENT**

**December 15, 2004**

### **Judicial Assistant #04-17**

**Position:** **Judicial Assistant to U.S. District Judge Leon  
Announcement #04-10**

**Available:** **March 1, 2005**

**Closing Date:** **OPEN UNTIL FILLED**

**Salary Range:** **JSP-4(1) to JSP-11(10)  
\$24,666 - \$65,769 annually**

The United States District Court for the District of Columbia is seeking applicants for the position of Judicial Assistant.

**POSITION OVERVIEW:** This position is located in the office of a federal judge of the United States District Court for the District of Columbia. The responsibilities of the position include, but are not limited to, managing a small office, including files, library materials, supplies and oversee office maintenance, as well as coordinating activities with law clerks, and courthouse personnel. Will also assist with the Judge's calendar and flow of work in chambers. This is a fast paced work environment where the ability to interact with individuals in an effective manner is crucial..

**QUALIFICATIONS:** Demonstrated general clerical or secretarial experience which provide a good knowledge of office clerical practices such as filing, telephone usage and typing. Must possess a thorough knowledge of legal terminology, computer skills, shorthand or fast notes, and have excellent interpersonal skills. Appointment at grade JSP-11 requires eight years of experience, of which, six years as a legal secretary. Excellent typing and computer skills are required. Experience gained as a result of employment with federal or state courts as well as law firms and legal counsel offices is preferred. Education in legal or paralegal curriculum may be substituted for a maximum of two years of specialized experience on the basis of one full academic year (30 semester or 45 quarter hours equals one year of experience).

**CLASSIFICATION LEVEL/SALARY:** JSP-4(1) to JSP-11(10) depending upon qualifications and previous/current salary. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

**APPLICATION PROCESS:** Send cover letter, including salary history, resume, and writing sample, to: Human Resources, Clerk's Office, Room 1820, United States District Court for the District of Columbia, 333 Constitution Avenue, NW, Washington, DC 20001 or DCD\_HumanResources@dcd.uscourts.gov Final candidates will undergo a background check.

**THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA  
IS AN EQUAL OPPORTUNITY EMPLOYER**